

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 24 August 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Alan Green (Mayor), Peter Knight, Keith Patience, Andy Pearce, John Pitts, Alice Taylor, David Youngman and Elise Youngman

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There were four members of the public in attendance, representing the Lowestoft Town Tennis Club

**64. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Events and Communications Officer had left the Town Council and the Mayor wished her well for the future.

**65. Apologies for absence from any Councillors not in attendance**

Apologies were received from Cllrs Colin Butler, Tara Carlton, Tracey Eastwood, Amanda Frost, Peter Lang, Paul Page and Graham Parker. Cllr Alice Taylor had advised she would be late. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; all in favour with one abstention.

**66. Declarations of Interests and dispensations**

Cllr Barker declared a local non-pecuniary interest in items 69.6, 69.7 71.2b, 71.7 and 72. Cllr Patience declared a local non-pecuniary interest in any matters relating to East Suffolk Council.

**67. The draft minutes of the meeting on 27 July 2021**

Cllr Pearce proposed acceptance of the minutes of the meeting on 27 July 2021; seconded by Cllr Brooks; all in favour.

**68. Public forum and presentation from the Lowestoft Town Tennis Club**

No comments had been received in advance and there were no members of the public in attendance via Zoom webinar.

*Cllr Pitts arrived 18:35*

Representatives from the Lowestoft Town Tennis Club were in attendance to share their vision for the tennis facilities at the Denes Oval. Handouts with additional information were distributed at the meeting. The Club would like the Denes Oval to become a one of a kind tennis and pickleball destination centre. Based on quotations received so far, phase one of the work will cost in the region of £82,000. If progressed this would be the only destination nationally with multi-use, floodlit facilities for tennis and pickleball for all ages. The design of the floodlights being considered should result in a minimal impact on wildlife and neighbours, and extends the hours when the facilities can be used. The Club has researched an automatic gate and booking system to run the facilities on a 'pay and play' basis. Since the Town Council decided to waive leisure fees the site has become more popular and the Club has seen its membership increase. A successful tennis championships has been held at the Denes Oval and it is hoped that the same can be done with pickleball. The Club has so far raised £8,000 to contribute to the project, but cannot deliver it without support from the Town Council. It was confirmed that the estimated cost of £82,000 does include the cost of resurfacing all the courts, including the public courts. The Club is working on a new coaching structure, which will incorporate connections with schools and the college. The Council has delegated authority to the Clerk and a group of Councillors to devise a potential proposal guided by the Club's priorities and costs, and set a budget for each year. The Council already has some funds ring fenced in reserves. The Council would want to maintain public access to the tennis courts

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without requiring people to join the Club. The Town Council would be prepared to submit a planning application, if the Club can assist with writing the detail of the application. Currently, access is limited for children and disabled users over the summer holidays, but the Club is looking to improve access across the site. To further improve its membership it will widely publicise the improvements, with an aim to increase its membership to five hundred. Thanks were offered to the representatives for their presentation.

*The members of public left the meeting 18:51*

*Cllr Patience temporarily left the meeting 18:51*

**69. Finance**

69.1. The draft minutes of the meeting on 12 August 2021 – The draft minutes were received and noted.

69.2. Recommendations from the Finance and Governance Committee:

69.2a. Adopting the draft commentaries for the budget and general and earmarked reserves, and the added appendices to the Reserves Policy –

*Cllr Patience returned 18:51*

Cllr Pearce proposed adopting the commentaries for the budget and general and earmarked reserves and the Reserves Policy as amended, with the amended text and added appendices; seconded by Cllr Green; all in favour.

69.2b. Supporting the proposals from the Budget and Loan Sub-Committee (see meeting paper) regarding budgets and reserves – It was agreed to consider items 69.2b, 69.2e, 69.2f, 69.2g and 69.2h as one item as they are linked. Cllr Pearce proposed approval of all of the recommendations as detailed in these items; seconded by Cllr Brooks; all in favour.

69.2c. Adopting the outline draft format of the reserves document – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.

69.2d. Adopting the outline draft format of the 2022 – 2023 budget document – This should make reviewing the budget more straightforward. The Committees and Sub-Committees and officers who have reviewed the outline draft format of the budget document have responded positively. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Green; all in favour. A vote of thanks was offered to Cllr Pearce and the Finance Assistant for their work on this.

69.2e. Creating a new budget and earmarked reserve for Community Halls, and to transfer the underspend of £1,635 against Whitton Residents' Hall's repairs and maintenance to the new Community Halls earmarked reserve (previously allocated to the general repairs and maintenance reserve) – This was included with the consideration of item 69.2b.

69.2f. Transferring the underspend from the 2020 – 2021 community safety budget to the community safety earmarked reserve (previously allocated to general reserves) - This was included with the consideration of item 69.2b.

69.2g. Transferring the underspend from the 2020 – 2021 grants budget to the grants earmarked reserve - This was included with the consideration of item 69.2b.

69.2h. Transferring the underspend from the 2019 – 2020 and 2020 – 2021 budgets for The Ness to the ring-fenced budget for The Ness within the parks and open spaces budget (previously allocated to general reserves) - This was included with the consideration of item 69.2b.

69.2i. Transferring the property lettings and tenant rental income from Normanston Park (£4,800 in 2017 – 2018, £6,250 in 2018 – 2019, £6,250 in 2019 – 2020 and £6,250 in 2020 – 2021) from general reserves to the parks and open spaces budget, earmarked for expenditure in Normanston Park, particularly the capital expenditure of a replacement conservatory – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Knight; all in favour.

69.2j. Approving the recommendation from the Assets, Inclusion and Development Committee to proceed with a decorative refurbishment of the Britten Road play area and

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installation of Matta Safer Surfacing, within a maximum budget of £18,000 – Cllr Pearce proposed approval of this recommendation, on the condition that it is synchronised with the Whitton Green project so that the two play areas are not closed simultaneously. This work should instead begin after Whitton Green has reopened. It was noted that typically there is a six week lead in time for the Matta surfacing. Cllr Barker seconded the proposal and all Councillors voted in favour.

- 69.2k. Giving delegated authority to the Clerk to appoint project managers for the Sparrows Nest and Fen Park public conveniences refurbishment and the 2021 – 2022 play areas refurbishments, with costs to be covered within the relevant budgets for those projects if possible, with any additional funding to come from the staff reserve – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
- 69.2l. Approving the recommendation from the Climate Emergency and Ecological Committee to take expenditure for the Council's carbon footprint assessment from the Climate Emergency budget, rather than the consultancy budget – This assessment would be the starting point for the Council's aim of achieving net zero. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Youngman; all in favour.
- 69.2m. Adopting the following Town Council policies: - Cllr Pearce proposed adopting those policies as listed in items 69.2mi – 69.2miii; seconded by Cllr Barker; all in favour.
- 69.2mi Adverse Weather Policy, as amended
- 69.2mii IT Policy, as amended
- 69.2miii Acquisitions and Disposal Policy, noting that a further review will follow in six months' time
- 69.2n. Progressing the replacement conservatory for a Normanston Park tenant as a priority (confidential) – To be discussed during the confidential session.
- 69.2o. Proceeding with matters regarding the Jubilee Bridge in line with legal advice sought (confidential) - To be discussed during the confidential session.
- 69.3. Receipt and consideration of the following:
- 69.3a. 2021 – 2022 budget position – Cllr Green proposed acceptance of the current 2021 – 2022 budget position; seconded by Cllr Pearce; all in favour.
- Cllr Taylor arrived 19:01*
- 69.3b. Bank reconciliations – June's bank reconciliation has been sent to the relevant Councillor signatory. July's bank reconciliation is underway.
- 69.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 31 July 2021 and August 2021 to date, including the following:
- 69.3ci Three officer car parking permits for the Whapload Road car park, at a cost of £650 each – Cllr Pearce proposed approval of this payment; seconded by Cllr Brooks; all in favour.

The income and expenditure reports were received and noted as follows:

*Table 1 July Income*

| Date         | Receipt From                               | Description              | Amount  |
|--------------|--|--------------------------|---------|
| 5 July 2021  | Market Income                              | Weekly Market Income     | £138.50 |
| 9 July 2021  | Groundworks UK                             | Neighbourhood Plan Grant | £1,200  |
| 9 July 2021  | Lowestoft & District Allotment Association | Allotment Rent           | £583    |
| 12 July 2021 | Market Income                              | Weekly Market Income     | £132.50 |

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| Date         | Receipt From                 | Description                  | Amount    |
|--------------|------------------------------|------------------------------|-----------|
| 12 July 2021 | Tenant                       | Rental Income from Tenant    | £213.16   |
| 15 July 2021 | Marina Theatre               | Rent                         | £5,000    |
| 16 July 2021 | Oliver Bailey                | Use of Tennis Courts         | £90       |
| 19 July 2021 | Market Income                | Weekly Market Income         | £138.50   |
| 19 July 2021 | Tenant                       | Rental Income from Tenant    | £6,300    |
| 26 July 2021 | Market Income                | Weekly Market Income         | £66.50    |
| 30 July 2021 | Tenant                       | Rental Income from Tenant    | £1,518.20 |
| 30 July 2021 | Private hire of Whitton Hall | Private hire of Whitton Hall | £56       |

*Table 2 July Expenditure*

| Date                      | Payment to           | Description                         | Amount                              |
|---------------------------|----------------------|-------------------------------------|-------------------------------------|
| 1 July 2021               | East Suffolk Council | NNDR Hamilton House June 2021       | £2,008                              |
| 1 July 2021               | East Suffolk Council | NNDR June 2021                      | £187                                |
| 1 July 2021               | East Suffolk Council | NNDR June 2021                      | £110                                |
| 2 July 2021               | SCC Pension Fund     | June Pensions                       | £4,403.68                           |
| 7 July 2021               | British Gas          | Whitton Hall Gas                    | £9.30                               |
| 7 July 2021               | BSA Security         | Fire Alarm Training                 | £44 + £8.80 VAT = £52.80            |
| 7 July 2021               | SLCC                 | Quotes, Tenders & Contracts Webinar | £90 + £18 VAT = £108                |
| 7 July 2021               | Claranet             | Website Hosting                     | £55.43 + £11.09 VAT = £66.52        |
| 8 <sup>th</sup> July 2021 | NPower               | Electricity Charges                 | £899.48                             |
| 8 July 2021               | PPL PRS              | Music Licence                       | £244.47 + £48.89 VAT = £293.36      |
| 12 July 2021              | MS Oakes             | Sparrows Nest Repairs to Brick Pier | £3,109.60 + £621.92 VAT = £3,731.52 |
| 12 July 2021              | Binder Ltd           | Sewage Disposal Uplands             | £302.50 + £60.50 VAT = £363         |

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| Date         | Payment to                      | Description                          | Amount                              |
|--------------|---------------------------------|--------------------------------------|-------------------------------------|
| 12 July 2021 | East Suffolk Council            | Lowestoft BID Hamilton House         | £1,026.78                           |
| 12 July 2021 | Alan Green                      | Reimbursement                        | £69                                 |
| 12 July 2021 | Sarah Foote                     | Reimbursement                        | £27                                 |
| 16 July 2021 | Lloyds                          | Credit Card Purchases                | £115.50                             |
| 16 July 2021 | Michlmayr                       | Town Hall Clock Work                 | £1,412 + £282.40<br>VAT = £1,694.40 |
| 16 July 2021 | EPBS Ltd                        | Dell Laptop                          | £675.75 + £135.15<br>VAT = £810.90  |
| 16 July 2021 | East Coast Community Healthcare | Fire Training                        | £450 + £90 VAT =<br>£540            |
| 19 July 2021 | PWLB                            | Marina Theatre Loan Repayment        | £7,091.25                           |
| 19 July 2021 | Need2Store Ltd                  | Civic Artefact Storage               | £200 + £40 VAT =<br>£240            |
| 19 July 2021 | HMRC                            | HMRC June 2021                       | £4,359.13                           |
| 20 July 2021 | NPower                          | Electricity Charges                  | £293.71                             |
| 20 July 2021 | South Pier Lowestoft            | South Pier Grant                     | £1,050                              |
| 20 July 2021 | Seletar Signs Ltd               | Duck Sign                            | £36                                 |
| 20 July 2021 | Sword & Trowel Ltd              | Payroll Services                     | £93.60                              |
| 20 July 2021 | Stroud Associates               | Great Eastern Linear Park Site Visit | £90 + £18 VAT =<br>£108             |
| 20 July 2021 | Roche                           | Sparrows Nest Condition Survey       | £2,087 + £417.40<br>VAT = £2,504.40 |
| 21 July 2021 | NPower                          | Electricity Charges                  | £417.84                             |
| 23 July 2021 | Salaries                        | Salaries July 2021                   | £10,455.27                          |
| 27 July 2021 | NPower                          | Electricity Charges                  | £110.01                             |
| 27 July 2021 | Land Registry                   | Land Registry Searches               | £6                                  |

Table 3 August Income

| Date          | Received From | Description          | Amount  |
|---------------|---------------|----------------------|---------|
| 2 August 2021 | Market Income | Weekly Market Income | £102.50 |
| 9 August 2021 | Market Income | Weekly Market Income | £18.50  |

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| Date           | Received From        | Description                                    | Amount                 |
|----------------|----------------------|--|------------------------|
| 9 August 2021  | Tenant               | Rental Income from Tenant                      | £213.16                |
| 10 August 2021 | East Suffolk Council | Use of Whitton Meeting Hall for Elections x2   | £420                   |
| 11 August 2021 | Heads-Up Tennis      | Use of Town Council Tennis Courts for Coaching | £40                    |
| 13 August 2021 | HMRC                 | VAT Return Q1                                  | £43,843.12             |
| 16 August 2021 | Market Income        | Weekly Market Income                           | £42.50                 |
| 16 August 2021 | Lamarti              | Use of Links Road Car Park                     | £520 + £104 VAT = £624 |
| 20 August 2021 | Market Income        | Weekly Market Income                           | £42.50                 |

Table 4 August Expenditure

| Date          | Payment to                   | Description   | Amount                              |
|---------------|------------------------------|---|-------------------------------------|
| 2 August 2021 | East Suffolk Council         | Links Road Car Park Business Rates August 2021          | £187                                |
| 2 August 2021 | East Suffolk Council         | Sparrows Nest Bowls Pavilion Business Rates August 2021 | £110                                |
| 2 August 2021 | East Suffolk Council         | Hamilton House Business Rates August 2021               | £2,008                              |
| 3 August 2021 | Land Registry                | Land Registry Search                                    | £3                                  |
| 3 August 2021 | East Point Business Services | Hamilton House Capital Repayment Q2                     | £3,357.40 + £671.48 VAT = £4,028.88 |
| 3 August 2021 | East Point Business Services | Hamilton House IT Support Q2                            | £3,231 + £646.20 VAT = £3,877.20    |
| 3 August 2021 | East Point Business Services | Hamilton House Rent Q2                                  | £3,675 + £735 VAT = £4,410          |
| 3 August 2021 | East Point Business Services | Hamilton House Service Charge Q2                        | £7,397.50 + £1,479.50 VAT = £8,877  |

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| <b>Date</b>    | <b>Payment to</b>                             | <b>Description</b>  | <b>Amount</b>                            |
|----------------|---|---|--|
| 3 August 2021  | East Suffolk Norse                            | East Suffolk Norse Partnership Charge July – August                 | £71,669.40 + £14,333.88 VAT = £86,003.28 |
| 3 August 2021  | Blachere Illuminations UK Ltd                 | Christmas Lights  | £4,875 + £975 VAT = £5,850               |
| 3 August 2021  | Sunrise Studios                               | Sunrise Studios Grant   | £1,482.33                                |
| 3 August 2021  | Marina Theatre                                | Marina Theatre Management Fee Q2                                    | £37,500 + £7,500 VAT = £45,000           |
| 4 August 2021  | Suffolk Pension Fund                          | Pensions July 2021  | £4,403.67                                |
| 4 August 2021  | Ricoh UK Ltd                                  | Printer Hire  | £134.40 + £26.86 VAT = £161.28           |
| 4 August 2021  | Anglian Electrical                            | Lowestoft Museum Alarm Equipment                                    | £946 + £189.20 VAT = £1,135.20           |
| 9 August 2021  | Cozens UK Ltd                                 | Christmas Light Infrastructure                                      | £8,970 + £1,794 VAT = £10,764            |
| 10 August 2021 | Heathland Group Ltd                           | Pond Surveys  | £840 + £168 VAT = £1,008                 |
| 11 August 2021 | Nicholsons Solicitors                         | Legal Advice to be recharged to East Suffolk Council                | £2,018 + £400 VAT = £2,418               |
| 13 August 2021 | NBB Recycled Furniture                        | Picnic Table  | £410 + £82 VAT = £492                    |
| 13 August 2021 | NALC  | Levelling up the environment through biodiversity net gain Training | £42.09 + £8.62 VAT = £51.71              |
| 13 August 2021 | Lowestoft Steering Group – Heritage Open Days | Lowestoft Steering Group – Heritage Open Days Grant                 | £1,000                                   |
| 16 August 2021 | Lloyds Bank                                   | Credit Card Purchases   | £56.73                                   |
| 17 August 2021 | MS Oakes                                      | Marina Theatre Cladding Survey                                      | £464 + £92.80 VAT = £556.80              |
| 18 August 2021 | Need2Store Ltd                                | Civic Artefact Storage  | £200 + £40 VAT = £240                    |
| 19 August 2021 | NPower  | Triangle Market Electric  | £266.56 + £13.33 VAT = £279.89           |
| 19 August 2021 | HMRC  | HMRC July 2021  | £4,358.92                                |

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| <b>Date</b>    | <b>Payment to</b>     | <b>Description</b>                                   | <b>Amount</b>                             |
|----------------|-----------------------|--|---|
| 20 August 2021 | NPower                | Denes Oval Electric                                  | £219.92 + £11 VAT<br>= £230.92            |
| 20 August 2021 | NPower                | Normanston Park Electric                             | £160.27 + £8.01<br>VAT = £168.28          |
| 20 August 2021 | NPower                | Kensington Gardens Electric                          | £74.18 + £3.71<br>VAT = £77.89            |
| 20 August 2021 | NPower                | Lowestoft Cemetery PC Electric                       | £73.69 + £3.68<br>VAT = £77.37            |
| 20 August 2021 | NPower                | Kensington Gardens Electric                          | £57.15 + £2.86<br>VAT = £60.01            |
| 20 August 2021 | NPower                | Town Hall Electric                                   | £296.10 + £59.22 =<br>£355.32             |
| 20 August 2021 | NPower                | Royal Naval Patrol Service Museum Electric           | £770.19 + £154.04<br>VAT = £924.23        |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice for Town Hall and Normanston Allotments | £1,404.60 +<br>£278.52 VAT =<br>£1,683.12 |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice for Hamilton House                      | £991.60 + £198.32<br>VAT = £1,189.92      |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice   | £495 + £99 VAT =<br>£594                  |
| 23 August 2021 | British Gas           | Whitton Hall Gas                                     | £45                                       |
| 23 August 2021 | Salaries              | August Salaries                                      | £9,346.81                                 |

69.4. Setting a budget of up to £20,000 for infrastructure for the Triangle Market – There has been a meeting about the feasibility study for The Scores and Triangle Market. The Town Council also has its own Working Group. The Town Council has a reserve of £56,000 for the Triangle Market. The costs of redevelopment could be significant. East Suffolk Council previously had £50,000 set aside to help develop that area and has approached the Town Council regarding this. Whatever recommendations arise from the project meetings regarding The Scores and Triangle Market need to be agreed by the project group before being referred to the respective Councils for approval. Further funding from the Towns Fund would be sought for any proposals taken forward. It was requested that officers find out when the next meeting will be, and any more details about the Towns Fund money. The suggested budget here would be to fund measures to help support a more permanent market at the Triangle. Cllr Pearce proposed setting a budget of £20,000 for infrastructure for the Triangle Market, for works which complement the feasibility study but fall outside of its scope; seconded by Cllr Brooks; all in favour.

69.5. A wayleave request from City Fibre for the Great Eastern Linear Park – When the Council has previously considered wayleave requests of this type it has usually approved with certain conditions in place, such as emphasising the need for insurance and making good, minimising disruption to the public and good communication with the public and the Town Council about

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what activities are taking place, and Covid-safe practises. The Town Council could emphasise that the making good must be the same or better, appreciating that there will be certain limitations to this, and with due regard to health and safety. A representative from the Town Council can attend site before and after to take photographs. The Great Eastern Linear Park is a key cycling and walking route. It was requested that prior to work starting the contractors should ensure they have a sufficient supply of materials to ensure making good work can be completed, and surrounding schools and colleges should be informed of the potential disruption. It was also requested that an onsite contact number be provided for the reporting of any issues or complaints. Cllr Pearce proposed acceptance of the wayleave request with the conditions as set out above; seconded by Cllr Knight; all in favour.

- 69.6. Funding arrangements for Whitton Green (confidential) – To be discussed during the confidential session.
- 69.7. An update on progressing the bipartite agreement with the Marina Theatre Trust and costs of a new flying system (confidential) – To be discussed during the confidential session.

## **70. Governance**

- 70.1. Actions by the Town Council in response to the Covid-19 pandemic – Full Council previously requested this as a standing item on its agendas, but the Community Safety Committee now has this in its Terms of Reference. It was agreed to remove this as a standing item on Full Council agendas and in future there will be reporting back via the Community Safety Committee. That Committee will be liaising with East Suffolk Council's Communities Team regarding Covid-19 response and recovery.

## **71. Assets, Inclusion and Development**

- 71.1. The draft minutes of the meeting on 2 August 2021 – The draft minutes were received and noted.
- 71.2. Recommendations from the AID Committee:
- 71.2a. Progressing over-entrance archway signs incorporating the Borough of Lowestoft insignia – Cllr Taylor did some initial draft designs, incorporating the Town Council's logo. As a celebration of the town's heritage, the AID Committee has recommended that the design could also include the Borough of Lowestoft insignia and could be bespoke for each park. It was suggested that the town shield could be used instead. The suggestion is not convey the impression that Lowestoft is a borough, but aims to celebrate the town's history and heritage. A complementary plaque could be installed to explain the design of the arch. Cllr Pearce proposed approval of the recommendation; seconded by Cllr Brooks; all in favour.
- 71.2b. Declining a request for sale/transfer of land at Britten Road (confidential) – To be discussed during the confidential session.
- 71.3. Whether to reinstate the 'Rope Walk', or an alternative representation of the historic activities at The Ness – The 'Rope Walk' has been subject to deliberate vandalism or inappropriate use. It is not possible to relocate the posts. Cllr Green proposed approving the suggestion from Concertus to strap the rope to each post to the North Drying Rack fencing, stopping at the point of the main path from the car park; seconded by Cllr Knight; ten Councillors voted in favour; two Councillors abstained from the vote.
- 71.4. Contacting East Suffolk Council, Great Yarmouth Borough Council and Oulton Broad Parish Council to develop a Banksy tourist art trail throughout the four respective areas of responsibilities – The Town Council does not own any of the sites where the Banksy artwork is located, but could still proactively consider developing a trail for visitors. East Suffolk Council and Great Yarmouth Borough Council are already collaborating on a joint City of Culture bid. If their bid successfully makes the longlist input will be sought from local Town and Parish Councils. It was agreed this would be a positive way to promote Lowestoft, but developing a trail could be difficult given the distance between the sites. It was suggested this could be broadened to include other street art and sculptures. The Parks and Open Spaces Sub-

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Committee has separately been discussing the idea of a sculpture trail. Cllr Barker proposed progressing considerations of an art trail - including street art and sculptures – initially raising ideas through the Culture Board; seconded by Cllr Pearce; all in favour.

- 71.5. Management of trees at two sites along the Great Eastern Linear (some aspects may be confidential) – In one case Norse have been instructed to carry out some work on a tree to prevent it causing damage to a residential property. In another case a resident initially offered to pay for works to trees to the rear of his property. The Council instructed a land assessment and an assessment of the trees. A quotation has been received for the works but the resident is not prepared to pay for the works. The Clerk recommends proceeding with the recommended works. The Budget and Loan Sub-Committee will need to be informed of any ongoing work required for budgeting purposes. Cllr Pearce proposed proceeding with the tree management work at the Great Eastern Linear Park; seconded by Cllr Green; all in favour.

*A five minute comfort break was taken 19:43 and the meeting resumed 19:49*

- 71.6. Any further development and funding options regarding the Denes Oval (confidential) – To be discussed during the confidential session.
- 71.7. The position regarding the civic artefacts transferred from East Suffolk Council (confidential) - To be discussed during the confidential session.
- 71.8. A request for sale/transfer of land at Uplands (confidential) - To be discussed during the confidential session.

## **72. Personnel**

- 72.1. The draft minutes of the meeting on 12 August 2021 – The draft minutes were received and noted.
- 72.2. Recommendations from the Personnel Committee:
- 72.2a. If required, to proceed with the recruitment of a temporary employee for a period of five months, within a budget of £10,000, with delegated authority to the Clerk to make arrangements, including any additional hours required of existing staff, subject to their agreement, with funds to come from the staffing earmarked reserve – It is unlikely this will be required, but has been recommended by the Personnel Committee in case of any unforeseen delays to the recruitment process. Cllr Pearce proposed approval of the recommendation; seconded by Cllr Knight; all in favour.
- 72.2b. Staffing arrangements and office closure over the Christmas and New Year period – Cllr Pearce proposed approval of the recommendation for all existing and new staff, Christmas Eve is granted as a discretionary day's leave and the days between Christmas and New Year continue to be treated as a statutory office closure; seconded by Cllr Barker; all in favour.
- 72.2c. Amending the Appraisals Guidance to cross-reference the Equality Statement and for discussions about training and development to incorporate aspirations for future roles – Cllr Pearce proposed approval of the recommendation; seconded by Cllr Barker; all in favour.
- 72.2d. Agreeing the recruitment process and recruitment timetable for new staff (confidential) – To be discussed during the confidential session.

## **73. Planning**

- 73.1. The draft minutes of the meetings on 27 July 2021 and 10 August 2021 – Some comments regarding the minutes of the meeting on 10 August were fed into the Planning Committee meeting today.
- 73.2. A recommendation from the Planning Committee regarding the scheduling of its meetings – The Planning Committee would like to schedule its meetings for the first and third Tuesdays of the month at 17:00, with the flexibility to move meetings based on Councillor and officer availability. The Parks and Open Spaces Sub-Committee meetings will be starting later to avoid a clash. Cllr Pearce proposed approval of the rescheduling of the Planning Committee meetings; seconded by Cllr Knight; all in favour.

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**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 24 August 2021**

**74. Climate Emergency and Ecological**

- 74.1. The draft minutes of the meeting on 3 August 2021 – The draft minutes were received and noted.
- 74.2. Recommendations from the Climate Emergency and Ecological Committee:
- 74.2a. An in-principle commitment to progress on-street cycle storage for residents in areas of high occupancy, and offering support to those who are economically disadvantaged in terms of purchasing a bicycle and appropriate storage, through partnership working with other authorities – This ties in with the Council's Health Emergency Declaration and Cycling Pledge. It is not possible in all areas to accommodate private cycle storage. The Climate Emergency and Ecological Committee has been asked by Suffolk County Council to identify locations which would benefit from secure cycle storage. The Town Council could not provide funding directly to individuals but may be able to assist via partnership working. Cllr Pearce proposed providing support where possible; seconded by Cllr Brooks; all in favour.
- 74.3. A recommendation to Suffolk County Council to reinstate a recycle and waste disposal centre in North Lowestoft, to complement the facility on Haddenham Road – Cllr Parker had advised he would be interested in being part of any Working Group formed to take this forward. East Suffolk Councillor James Mallinder would like to progress waste management and measures to tackle fly-tipping and would like to work more closely with other authorities. It is understood a multi-agency Working Group is being formed for a more co-ordinated approach. Cllr Pearce proposed formally liaising with Cllr Mallinder to establish a multi-agency Working Group to take this proposal forward; seconded by Cllr Brooks; eleven Councillors voted in favour/one Councillor voted against.

**75. Community Safety**

- 75.1. The draft minutes of the meeting on 28 July 2021 – The draft minutes were received and noted.

**76. Outside Bodies**

- 76.1. Appointing a representative to the Lowestoft Food Network (next meeting 7 September at 11:00) – Cllr Taylor declared a local non-pecuniary interest in items 76.3 and 76.4. Cllr Green declared a local non-pecuniary interest in this item. Cllr Pearce proposed appointing Cllr Begum as the representative, with Cllr Pearce as the substitute representative; seconded by Cllr Knight; all in favour.
- 76.2. Appointing a representative to the Board of Trustees of Lowestoft Charity Board Charities (Trustee position) – Cllr Pearce proposed appointing Cllr Elise Youngman as Trustee; seconded by Cllr Begum; all in favour.
- 76.3. Appointing a representative to the Lowestoft Sea Festival and Smack Race Steering Group – Cllr Pearce proposed appointing Cllr Barker as the representative; seconded by Cllr Begum; all in favour.
- 76.4. Appointing a representative to the Lowestoft Vision Board – Cllr David Youngman proposed appointing Cllr Brooks as the representative; seconded by Cllr Knight; all in favour.
- 76.5. Appointing a representative to ParksEast – Cllr Pearce proposed appointing Cllr Elise Youngman as the representative; seconded by Cllr Brooks; all in favour.

**77. Legal**

- 77.1. The land transfers in relation to the North Denes and other Northern coastal Town Council assets (confidential) – To be discussed during the confidential session.
- 77.2. The lease at Uplands Children's Centre (confidential) – To be discussed during the confidential session.

**78. Date of next meeting**

28 September 2021 18:30

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**18:30 on 24 August 2021**

**79. Items for the next agenda and close**

It was reported that on 28 September at 13:00 there is a Kittiwake Management Partnership meeting. The invitation was received after the agenda for this meeting had been issued, but a Councillor can informally attend this meeting ahead of a representative being formally appointed at the next Full Council meeting for future meetings. It was agreed that Cllr Pearce should attend this meeting.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Knight; all in favour.

**80. Resolution to close the meeting to the public:**

80.1. Any matters, including those above as required:

*Cllrs Patience, Pitts and Taylor left the meeting 20:21*

69.2n. Progressing the replacement conservatory for a Normanston Park tenant as a priority (confidential) – Cllr Pearce proposed approval of the recommendation from the Working Group, with delegated authority to the Clerk to seek quotations up to a specified maximum budget; seconded by Cllr Brooks; all in favour.

69.2o. Proceeding with matters regarding the Jubilee Bridge in line with legal advice sought (confidential) – Cllr Pearce proposed proceeding in accordance with the solicitor's advice, and delegating authority to the Clerk to proceed as appropriate with East Suffolk Council. Cllr Pearce further proposed delegating authority to the Finance and Governance Committee to determine which budget the expenditure will come from once confirmed, and in the interim that officers release a statement with whatever information can be given publicly to give an update as to what is happening with the bridge; seconded by Cllr Begum; all in favour.

69.6. Funding arrangements for Whitton Green (confidential) – Costs have come in higher than expected, but the Town Council was clear that it did not want to lessen the plans. The cost of the outdoor fitness equipment is not yet known, but the equipment has a ten week lead in time so the project will be done in two stages.

69.7. An update on progressing the bipartite agreement with the Marina Theatre Trust and costs of a new flying system (confidential) – There was a discussion about external funding available and the cost of progressing a new flying rig. Cllr Pearce made a proposal regarding the bipartite agreement and formalising the arrangements for the representatives from Lowestoft Town Council to join the Board. The Trust is keen to meet with the Town Council and officers will administer arrangements for Council to meet with the Board. The proposal was seconded by Cllr Brooks and all Councillors voted in favour.

71.2b. Declining a request for sale/transfer of land at Britten Road (confidential) –

*Cllr Begum left the meeting 20:42*

Cllr Pearce proposed supporting the recommendation from the AID Committee to decline the request; seconded by Cllr Brooks; all in favour.

71.6. Any further development and funding options regarding the Denes Oval (confidential) – A delegation has already been granted to the Clerk, in conjunction with the Mayor and Chairs of the Finance and Governance and AID Committees, to draw up a proposal and outline budget. Cllr Pearce proposed that those with the delegated authority proceed with working up a cost and budget plan, including over how many years the project will take place, to be considered by Full Council in September. In the interim, a planning application should be progressed in the Town Council's name, but prepared by the Tennis Club. The Town Council is prepared to consider the cost of delivering the whole project, but some level of public access must still be maintained. Cllr Brooks seconded the proposal and all Councillors voted in favour.

Cllr Pearce proposed suspending Standing Order 3y for fifteen minutes to allow the meeting to continue; seconded by Cllr Barker; all in favour.

71.7 The position regarding the civic artefacts transferred from East Suffolk Council

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(confidential) – There was no update to report and the matter is still ongoing.

71.8 A request for sale/transfer of land at Uplands (confidential) – Cllr Breakspear proposed declining the request for sale/transfer of land; seconded by Cllr Brooks; all in favour.

72.2d Agreeing the recruitment process and recruitment timetable for new staff (confidential) – Cllr Pearce proposed supporting the recommendations put forward by the Clerk; seconded by Cllr Barker seconded the proposal and thanks were offered to the Clerk for her work in preparing the recruitment process and timetable. All Councillors voted in favour.

There was a discussion regarding arrangements for the Deputy Clerk. Cllr Brooks proposed to approve the arrangements for the Deputy Clerk as stated; seconded by Cllr Pearce; all in favour.

77.1. The land transfers in relation to the North Denes and other Northern coastal Town Council assets (confidential) – An update was given. Cllr Pearce made a confidential proposal; seconded by Cllr Barker; all in favour.

77.2. The lease at Uplands Children's Centre (confidential) – An update was given. Cllr Pearce proposed approving a suggestion from the Clerk, and delegated authority had previously been given to the Clerk to progress this; seconded by Cllr Brooks; all in favour.

The meeting was closed 21:12.

Signed: 

28 September 2021